

clear form



Design Order

DATE: _____ EMAIL: _____

NAME: _____

ADDRESS: _____
Street, City, State, Zip

PHONE 1: _____ PHONE 2: _____

REQUESTED STANDARD DESIGN SERVICES:

- Annual Report
- Banner *(large format)*
- Book Cover
- Book Layout
- Brochure
- Business Card
- CD Cover
- CD Label
- Eblast
- Envelope
- Flash Animation
- Flyer
- Invitation w/Envelope
- Letterhead
- Logo Design
- Newsletter Template
- Newsletter Update
- Other _____
- Pocket Folder
- Poster
- PowerPoint Presentation
- Sign
- Web Graphic

DESCRIPTION

ITEM 1:

Size Color Number of pages *(one side = one page)*

Client will provide: Logo Photos Copy Other _____

Details:

ITEM 2:

Size Color Number of pages *(one side = one page)*

Client will provide: Logo Photos Copy Other _____

Details:

ITEM 3:

Size Color Number of pages *(one side = one page)*

Client will provide: Logo Photos Copy Other _____

Details:

REQUESTED SPECIALIZED DESIGN SERVICES:

Photoshop Renovation Rendering 3D Renovation Project Other _____

DESCRIPTION

ITEM 1: Size

Client will provide: Photo(s) Dimensions Other _____

Client will need a builder to visit the site to measure dimensions (\$75, plus \$45/hour) YES NO

Preferred contact: Best time to visit:

Client will need a designer to visit the site to take photos (\$75, plus \$45/hour) YES NO

Preferred contact: Best time to visit:

Details:

ITEM 1: Size

Client will provide: Photo(s) Dimensions Other _____

Client will need a builder to visit the site to measure dimensions (\$75, plus \$45/hour) YES NO

Preferred contact: Best time to visit:

Client will need a designer to visit the site to take photos (\$75, plus \$45/hour) YES NO

Preferred contact: Best time to visit:

Details:

Dreamtree Graphics may use the final product/images for promotional purposes YES NO

PAYMENT. For new clients, one third of estimated cost will be required to start work. After which a weekly time sheet/invoice shall be provided to client. The Client agrees to pay the sum of \$45/ hour in increments of 15 minutes. All invoices are payable within 30 days of receipt. A 1½% monthly service charge is assessed on all overdue balances. Payment shall be made to Dreamtree Graphics and mailed to: P.O. Box 345, Proctorsville, VT 05153.

ADDITIONAL EDITING AND CHANGES. Any requested changes to the description of services stated above shall constitute additional editing and may incur additional charges or fees as deemed necessary by the Designer. All additional changes must be approved by both parties in writing.

WORK PRODUCT OWNERSHIP. Any possible copyright works, ideas, discoveries, inventions, patents, products, or other information (collectively the "Work Product") developed in whole or in part by the Designer in connection with the Services will be the property of the Client upon full payment.

REPRODUCTION OF PRODUCT. Upon successful completion of all compensation terms and outstanding balances owed to Dreamtree Graphics, the Client is granted full and unlimited reproduction rights to the Project.

CANCELLATION. In the event of cancellation of this assignment, ownership of all copyrights and the original artwork shall be retained by Dreamtree Graphics and a cancellation fee for work completed, based on the contract price and expenses already incurred, shall be paid by the Client.

CONFIDENTIALITY. Dreamtree Graphics, and its employees, agents, or representatives will not at any time or in any manner, either directly or indirectly, divulge, disclose, or communicate in any manner, any information that is proprietary to the Client. Dreamtree Graphics and its employees, agents, and representatives will protect such information and treat it as strictly confidential.

WARRANTY. Dreamtree Graphics shall provide its services and meet its obligations in a timely and workmanlike manner, using knowledge and recommendations for performing the services which meet generally acceptable design standards in the community and region, and will provide a standard of care equal to, or superior to, care used by graphic design firms similar to Dreamtree Graphics on similar projects.

Signature: _____ Date: _____